

Minutes of Instructional Materials Committee, May 31, 2018

Present:

Pamela Ivezic, Parent Representative

Christine Benita, Science Curriculum Specialist

Brad Shigenaka, Science Curriculum Specialist

MaryMargaret Welch, Science Program Manager

Marian Royal, Instructional Materials Committee, Chair

Andrea Young, Instructional Materials Committee

Kyle Kinoshita, Chief of Curriculum, Assessments, and Instruction

Present by video link:

Bethany Sjoberg, Assistant Principal, Hamilton International Middle School

Elizabeth (Liz) Ebersole, Parent Representative (Elementary)

Erin Taylor, Parent Representative (Elementary & Middle School)

Absent:

Gerrit Kischner, Principal, Genesee Hill Elementary

Minutes:

MaryMargaret Welch gave the committee an update on the timeline that was presented and approved at the last Instructional Materials Committee meeting (5/11/2018). The deadline to apply for the Adoption Committee has officially closed as of May 25, 2018. She discussed a needs assessment survey that will be aligned to a rubric, which doesn't require IMC approval, but she was interested in having input from the IMC. There was a slight delay in the RFI (request for information) due to short staffing in Purchasing, but the RFI will be sent out the week of June 7th. The adoption coordinators will be sending out updates in the Friday memo. Brad Shigenaka discussed a flowchart shown to them by Craig Murphy in Purchasing that was not aligned exactly with the timeline set for this adoption process, and the adoption coordinators mentioned that they hadn't seen this flowchart before they put together their adoption timeline. There may have also been some confusion over what types of notification are required for an RFI versus an RFP.

MaryMargaret Welch presented the team's edited race & equity analysis tool and thanked the Instructional Materials Committee for their input during the last IMC meeting. The edits included addressing equity in a more concrete way, with examples. Graphs were made more legible, and bullet points were added to make the information more clear and concise. IMC chair Marian Royal mentioned that charts & graphs are not ADA accessible, and MaryMargaret said they will transcribe the charts included so the document would be made ADA compliant.

Marian then moved to vote to approve the racial equity analysis tool and it was unanimously approved.

MaryMargaret then presented the list of adoption committee applicants to the Instructional Materials Committee.

There will be 2 teams, one for K-5, and one for 6-8. Each team has a parent/community member group and a teacher/staff group.

Some schools had more than one teacher who applied for the adoption committee, and they will be asked to self-select which teacher will represent their school, except for a few teachers/staff who have special endorsements such as ELL, SPED, etc.

The adoption team reached out to Title I and HCC principals, and got some of each, as well as a K-8 principal.

Despite great efforts from the adoption team, they were unsuccessful in recruiting many teachers of color for the K-5 adoption committee. They were more successful at the 6-8 level. This was also the case with the family/community members recruited, despite reaching out to many principals, teachers, and community organizations (list of organizations to be included here).

Christina mentioned reaching out to Native American staff members, and Kyle recommended reaching out to the African American Male Advisory Committee, since they have several members who are in science & engineering professions. Marian Royal said she would reach out to the Librarians listserv and ask them to communicate with teachers and community members/parents they may know, to increase ethnic diversity on the adoption committee. Kyle Kinoshita asked the team to reach out again to the Asian American community for the K-5 adoption committee. He has a list of groups they can reach out to. One of the parents said they'd reach out to Seattle Buddhist Church. Brad Shigenaka spoke to the Šəqəçib teacher at Chief Sealth (Boo Balkan Foster?). MaryMargaret mentioned having reached out to the alignment team teachers to help recruit. She said that she would like to continue recruiting members to increase diversity until the first Adoption Committee meeting on June 9th, and any new members will have to be voted on by the IMC next week before the first meeting.

Discussion of the 6-8 adoption committee membership happened next. It was noted that the high school feeder pattern is more balanced, and the team was happy to get Chris Carter, the principal of Mercer, a Title I school, on board with the committee. Eckstein has 4 teachers applying and they will ask them to self-select a representative, except for one teacher, Emilie Mosko, who is also a parent and could serve as a parent representative. 2 teachers from Denny applied, but one (Anastasia Sanchez) is a Language Acquisition Lead, so both will be offered membership, since one will represent Ethnic Studies and the other will represent Denny. Erin asked if any of the Eckstein teachers have special endorsements (ELL, SPED, etc.) and the answer is no. Christina noted that she reached out to middle school SPED teachers but didn't get replies. It was noted that Eckstein is not one of the schools that applied for and received a science curriculum materials waiver last year. It was also noted that one of the adoption committee members, Brad Street, works for IslandWood, which may be a conflict of interest since they are involved in creating and providing science curriculum to K-5. He will be offered membership on the parent team for grades 6-8, which would remove the conflict of interest.

Technical problems with the online application form for the adoption committee were discussed, and MaryMargaret asked if her team could/should post a notice on the adoption website asking anyone who applied and didn't get an offer to contact them a.s.a.p. since 5 people already told her team they

applied and didn't get a response. The Instructional Materials agreed with this decision, since an unknown number of applications may have been lost in addition to the 5 people who told the adoption team of the problem.

Marian then moved to approve the adoption committee membership list, but keep it open to new applicants for another week or so to increase ethnic diversity, and it was unanimously approved.

MaryMargaret and the team presented the Adoption Criteria documents, and the Prescreen Response Form, for input from the Instructional Materials Committee. Approval is not needed. At the first Adoption Committee meeting, the Adoption Committee membership will look over, revise, and vote to accept the Adoption Criteria. Brad Shigenaka said they will prepare a glossary of terms for the Adoption Committee.

The IMC agreed to meet (next Friday, 6/7?) to approve any new members, and MaryMargaret agree to schedule the meeting. After that meeting, the Instructional Materials Committee will not reconvene until after school starts this fall.

Submitted by Andrea C. Young, IMC Member

DRAFT